

**From:** [Leos, Valmichael](#)  
**To:** [Coats, Janetta](#)  
**Cc:** [Spalding, Susan](#); [Taheri, Diane](#); [R&HarveyInfo](#); [R&HarveySITL](#)  
**Subject:** Suggestion for 10am meeting  
**Date:** Wednesday, September 13, 2017 9:17:53 AM

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Janetta,

May I suggest a format for your 10am call with the community liaison group that I believe will best benefit a large group of this size (30 CLs). I am putting together a spreadsheet that I believe best captures all the issues / concerns that need to be elevated to you and up to management. I believe this call would be an excellent time to update all the CLs of any progress made in addressing these issues. An example of the spreadsheet is below. I will work on this today for you. I don't think it is a productive use of everyone's time to ask each member if they have any new issues since this should already be captured in the 4pm daily reports.

Priority (Hi, Med, Low)	Status	Issue / Concern	County(ies) related	Date Requested	Assigned to	Feedback / Resolution
HI	On going	EPA CLs do not have the ability to handout approved fliers because of printing limitations	ALL	9/7/2017	???	We heard that David Gray has approval now to make the necessary amount of copies for approved fliers on 9/11/17. A spreadsheet was sent to Janetta on 9/12/17 for the amount and files need to be printed.

Sincerely,

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